



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **School Intern Counselor (K-12)**

Position Type: Certified	Department: Counseling
Salary Schedule: Other Professional	Location: School
Reports to: Principal	
Term of Employment: 9 months	Shift: Day
Approved by: Human Resources	Date: August 16, 2024

POSITION SUMMARY:

To help students overcome problems that impede learning and assist those in adjusting to the social, physical and personal problems encountered throughout Kindergarten-12th Grade.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Knowledge of the role of a School Counselor as defined by the American Counselor Association (ASCA) standards for school counselors.
- Completes a variety of administrative, clerical, and related counseling tasks.
- Support 504 referral, evaluation, and accommodation processes for students in one's caseload.
- Remain current with federal/state law, statutes, and district policies related to college and career readiness, if applicable.
- Remain current with postsecondary college and career opportunities, including changes to college admission and financial aid criteria (especially, but not limited to FAFSA), if applicable.
- Meet regularly with the administrative team and staff to proactively support school counselor tasks.

- Completes paperwork regarding student registrations, scheduling and maintains school counseling website and student records.
- Follows up with students, families, and other counselors in a timely manner.
- Communicate with students and families to increase student engagement, attendance, and knowledge of resources. Contact community resources on behalf of families as needed.
- As appropriate, teach counseling lessons, including Education and Career Action Plan (ECAP).
- Assist with data collection and analysis related to academics, behavior, and attendance.
- Take notes during student and family meetings (as deemed appropriate).
- Effectively communicate with administration, parents and district personnel at all levels.
- Ability to develop and maintain cooperative and effective professional relationships with teachers, counselors, administrators, parents, students and work with diverse populations and cultures.
- Understanding of academic requirements that lead to high school graduation, if applicable.
- Supports the district and school in MTSS-B (Social Emotional) plans and implementation.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Is able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.

- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must be a student in a Graduate Program in Guidance and Counseling, Social Work, or Psychology from an accredited institution.

EDUCATION AND/OR EXPERIENCE:

- Must have a Bachelor's degree (BA) from a college or university.
- Must earn a Master's degree (MA) from a college or university.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.